



ADVANCEMENT ASSOCIATE

The Armory Art Center is a non-profit organization committed to providing exceptional visual and hands on arts education center that offers experiences for our diverse community at all levels. We are growth-oriented and passionate about what we do.

Summary

The Armory Arts Center seeks an Advancement Associate. This position will be a visionary team leader who will guide and manage a small Development Department. Key Responsibilities include leading the direction, planning, and execution of development, grants and special events to expand the Armory's audience and maximize revenue in support of the Armory's strategic plan. As the lead fundraiser for the Armory, the Advancement Director will partner with the CEO and members of the Board to grow total contributed income, particularly major gifts. This position is a full-time (40+ hours per week), exempt position.

Qualifications & Requirements:

- Experience researching, identifying, and cultivating relationships, which lead to increased organization funding.
- Previous measurable success meeting organizational fundraising goals, through diverse funding streams.
- Grant writing experience with proven track record.
- Experience securing individual gifts (of at least \$1,000) and donations/sponsorships via events.
- Ability to work within a financial budget.
- Excellent oral and written communication skills.
- Ability to learn and train on Canvas office databases and website platform.
- Ability to be self-directed and highly motivated.
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.
- Detail-oriented, including excellent proofreading and copy-editing skills.
- Ability to engage in positive, productive, and collaborative communications with team members, executive staff, patrons, vendors, and other stakeholders.

Board and External Relations

- Serve as the primary Armory liaison to the Development Committees of the Board of Trustees.
- Liaise with the Armory CEO and members of the Board to identify their development and networking capabilities and to help them achieve their goals.
- Represent the Armory to the community at events and conferences, as appropriate.

Traits and Characteristics

Commitment to the mission and goals of the Armory Art Center is necessary for success in this position. The successful candidate will possess a high degree of creativity, energy, and initiative, as well as the capacity to inspire and motivate staff, donors, prospects, board members, and volunteers. The Advancement Director will create a culture of excellence throughout the Development and will possess the following characteristics:

- Leadership and Personal Accountability – Inspires others, builds trust, and demonstrates loyalty, while acknowledging his/her responsibility to be accountable for personal actions and professional decisions. Encourages positive and creative working relationships across departments.
- Customer Focus and Interpersonal Skills – Maintains a commitment to the satisfaction of all stakeholders. Communicates effectively and proactively with others, treating individuals with courtesy, respect, and consideration.
- Goal Achievement – Set clear, results-oriented goals that are relevant, realistic, attainable, and measurable. Identifies and implements required plans and milestones to achieve specific organizational goals.

Job Requirements

The successful candidate is highly organized, understands budgets, is a problem solver, and has a Bachelor's degree in Business or Arts Administration, Nonprofit management, Social sciences, Financial management or a related field, or equivalent experience, advance degree preferred;

- A minimum of five years of development experience preferred. Experience working in a Visual Arts Center or other Cultural arts organization a plus.
- Management experience and/or supervisory experience is a bonus.
- A distinguished record of successful fundraising efforts;
- Ability to cultivate, write, and manage grants independently and with a team;
- Is consumer-focused and an entrepreneurial thinker;
- Communicates well orally and in writing;
- Ability to work with a variety of people and cross-departmentally;
- Is computer literate;
- Adept at Microsoft Office. Knowledge of Illustrator, and InDesign helpful;
- Has a valid driver's license and a reliable vehicle.
- A passion for the visual arts is essential.
- Must work onsite at the Armory Art Center location, and other sites as needed.
- Must have reliable transportation and a valid driver's license.
- Some night and weekend work required.
- Ability to lift up to 25 pounds.

Compensation and Benefits

- \$60,000 to \$70,000 pending experience.
- Health, Dental, and Eye insurance benefit
- Company match (up to 3%) in Simple IRA plan after conditions are met
- Paid vacation accrued during the first year; increases over time
- Paid sick/family leave accrued;

Apply

No phone calls.

NOTE! This position is open until filled. If you are interested, send in an application immediately.

The Armory Art Center does not discriminate based on race, color, ethnicity, national origin, sex, age, pregnancy, sexual orientation, gender identity, religion, disability, financial status, or marital status in its programs, activities, and employment. In accordance with the hiring policy at the Armory Art Center, the first 90 days of employment is considered an introductory period.